

| YES | NO | 10. Questionnaire (Place an "X" in the proper column) |
|-----|----|------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | a. Is this the official copy of the series? If not, where is it? |
| | | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. |
| | | c. Is this a vital record? |
| | | d. Does this series have historical or long term research value? |
| | | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| | | f. Is the information contained in this series ever published? If yes, attach copy. |
| | | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. |
| | | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? |
| | | i. Is this series (or a major portion of it) regularly microfilmed? |
| | | j. Does the record series result in a computer printout? |

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

| Agency Head/Designee (Signature) | Date | Records Management Officer (Signature) | Date |
|--------------------------------------------------------------------------------------------------|----------|-------------------------------------------------|----------|
| <i>Jerry Holbrook</i> | 11-12-81 | <i>Fred Anderson</i> | 11-12-81 |
| | | State Records Committee (Signature) | Date |
| Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) | | State Auditor/Designee <i>Wanda Smith</i> | 12-8-81 |
| | | Secretary of State/Designee <i>Carroll Hart</i> | 12-7-81 |
| | | Attorney General/Designee <i>Raymond</i> | 12-1-81 |



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|--------------------------------|
| 1. Application Date | INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer. | FOR RECORDS MANAGEMENT DIVISION USE | |
| 2. Agency Application No. | | Date Received | Application No. Date Completed |
| 3. AGENCY, Division, Subdivision & Administering Office Address Office of Comptroller General Agents License Division 132 State Capitol Atlanta, Georgia | | 4. Person to Contact Charles Smith | 5. Working Title Clerk II |
| | | 6. Tel. No. 2100 | |

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

| | |
|------------------------------------------------------|---------------------------------------------------------------------------------|
| 8. Earliest & Latest Dates of Series 1975 to date | 9. Exact Series Title Insurance Agents License File (Copy of Agents License) |
|------------------------------------------------------|---------------------------------------------------------------------------------|

10. What is the function of the office in which this record series is created?

Issuing new agents licenses, renewing permanent licenses, processing applications for these licenses. Examining agents, conducting pre-hearing conferences and holding formal hearings on offending agents, preparing certificates for agents being licensed as non-residents in other states.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: Licensing insurance agents to sell insurance.
Included are: a computer-generated license (no form number).
File is arranged: chronologically by month.

ATTACH SAMPLES OF THE FILE

| 12. EQUIPMENT OCCUPIED | No. of Drawers | Cu. Ft. of Records | ANNUAL RATE OF ACCUMULATION | No. of Drawers Cu. Ft. of Records | | | |
|--------------------------|----------------|--------------------|------------------------------------|-----------------------------------|--------------------|------------------|------------------|
| Letter-size File Drawers | | | | | 10 | | |
| Legal-size File Drawers | | | Floor Space Occupied (Square Feet) | In Office(s) | In Storage Area(s) | | |
| | | | | 10 | | | |
| Shelf Space | | 10 | AVERAGE DAILY REFERENCES | This Year's | Last Year's | Preceding Year's | All Prior Years' |
| | | | | 20 | 0 | 0 | 0 |

QUESTIONNAIRE

Place an "x" in the proper column. If answer is "YES," please explain

YES NO

- 13. Is this the Record Copy of the series? [x] []
- 14. Is there a duplication of this series in another office or agency? [] [x]
- 15. Is the information contained in this series ever summarized or published? [] [x]
Attach copy of summary or publication.
- 16. Does the series contain classified information requiring security handling? [] [x]
- 17. Does the series initiate, amend or terminate agency policies and procedures? [] [x]
- 18. Could the function be performed if the files were lost or destroyed? [x] []
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [x]
- 20. Does the record series provide data as input to an EDP file? [] [x]
- 21. Does the record series contain documentation produced as EDP printout? [x] []
- 22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [x]
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [x]

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. [] STATE LAW
- b. [] STATUTE OF LIMITATION
- c. [x] AUDIT PERIOD
- d. [] FEDERAL LAW
- e. [] ADMINISTRATIVE DECISION
- f. [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Audit staff suggested this record to be created to provide audit information.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [x] OTHER 1 March (renewal period), then:

- [] Hold in the current files area month(s)/ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.

[x] Other: (Specify)

Cut file off at end of each renewal period; then hold in the current files area 1 year or until audit has been completed, whichever is later; then destroy.

State

(Indicate briefly rationale for recommendations above/or write additional remarks):

| | | | | |
|----------------------------------------------------------------|-------------------------------------------------------------|------------------------|---------------------------|----------------|
| Records Management Officer (Signature) <i>Fred Anderson</i> | | Date <i>9-13-76</i> | OTHER REQUIRED SIGNATURES | DATE |
| 26. Recommendations in paragraph 25 are: | Agency Head/Designee [x] Approved [] Disapproved | | <i>W. E. McBurn</i> | <i>9-13-76</i> |
| | State Auditor/Designee [x] Approved [] Disapproved | | <i>[Signature]</i> | <i>9-22-76</i> |
| | Secretary of State/Designee [x] Approved [] Disapproved | | <i>Carroll Hart</i> | <i>9-20-76</i> |
| | Attorney General/Designee [x] Approved [] Disapproved | | <i>R. H. Shell</i> | <i>9-22-76</i> |

STATE RECORDS COMMITTEE